

**Brouillard, Richard (OCD)**

**From:** Brouillard, Richard (OCD)  
**Sent:** Thursday, February 05, 2009 4:46 PM  
**To:** 'dhcd-lhaexecutivedirectors@listserv.state.ma.us'  
**Cc:** 'Kathy Arnold'; Balling, Dennis (OCD); Barney, Cynthia P (OCD); Barthelette, Tom (OCD); Berman Boatright, Jessica (OCD); Bondzie, Daniel (OCD); Bos, Leslie (OCD); Bossi, Frank (OCD); Brouillard, Richard (OCD); Burke, Jewell (OCD); Cann, David (OCD); Carreiro, Laura (OCD); Carreiro, Robert (OCD); Cassarino, Gail (OCD); Champagne, Alan (OCD); Cote, Leo (OCD); Cotton, Sabrina (OCD); Curry, Mary (OCD); Danilecki, Bob (OCD); DeRodriguez, Mirna (OCD); Devore, Christine (OCD); DiMare, Joseph (OCD); Donoghue, John P (OCD); Eng, Gay (OCD); Fiorini, Flavio (OCD); Frieden, Ray (OCD); Giubilo, John (OCD); Grady, John (OCD); Hackenson, Thomas (OCD); Hall, Debra (OCD); Hamilton, Maura (OCD); Hart, Joe (OCD); Heyer, Lizbeth (OCD); Holland, Susan (OCD); Katsudas, Linda (OCD); Koenig, Melinda (OCD); Kupchaunis, Sheila (OCD); Lamont, Linda (OCD); Laura Taylor; Leach, Michael (OCD); Loveland-Hale, Melanie (OCD); Makke, Ali (OCD); Maksimovic, Mirjana (OCD); Marathas, James (OCD); Marcolini, Robert (OCD); McBride, Jacquelin (OCD); McCarrier, Bruce (OCD); McClave, David (OCD); McCurdy, James (OCD); McLaren, Avalon (OCD); McPartland, Paul (OCD); Merriam, Stephen (OCD); Miller, William M (OCD); Napier, Sharon (OCD); Nguyen, Tan (OCD); OConnell, Dorothy (OCD); Olsen, John (OCD); Pelletier, Robert (OCD); Robb, Martin (OCD); Royer, Brenda (OCD); Schectman, Amy (OCD); Siegel, Bruce (OCD); Sousa, Carrie (OCD); Strongin, Roberta (OCD); Taylor, Joyce M (OCD); Votour, Colleen (OCD); Waters, Randy (OCD); Yakubu-Owolewa, Ayo (OCD); Yuen, Gordon (OCD); Zabriskie, Cindy (OCD)  
**Subject:** DHCD Public Housing Notice # 2009-02--Capital Planning System (CPS) Training Update # 2-2/5/09

**Attachments:** CPS SAMPLE TRAINING ANNOUNCEMENT.pdf

Dear Housing Authority Directors,

It has come to my attention that there may be some confusion regarding the ongoing Capital Planning System (CPS) Training due to waiting lists and the anticipated Federal Stimulus.

Please be assured of the following:

- Waiting lists will be short term and DHCD will ensure that every LHA receives the CPS training.
- CPS training and the use of the CPS are not pre-requisites for any Federal Stimulus funding that you may have applied for and that may come our way.

I would like to update you on the status of CPS training in order to clarify any questions and hopefully eliminate any confusion that may exist.

### **History**

1. Please see the November 25, 2008, Public Housing Notice # 2008-15 announcing the launch of the DHCD Capital Planning System (CPS) Training program. Click on this link: <http://www.mass.gov/Ehed/docs/dhcd/ph/publicnotices/08-15.pdf>
2. Also, please see the January 30, 2009 Public Housing Notice 2009-01 regarding CPS Training Update # 1. Click on this link: <http://www.mass.gov/Ehed/docs/dhcd/ph/publicnotices/09-01.pdf>

### **Update**

1. I am pleased to announce that the ongoing response and attendance to the CPS training has been overwhelming. Thank you. We are off to a great start.
2. At this point in time, all of the training sessions that were identified in the January 30, 2009 e-mail update

2/6/2009

are fully enrolled and Cybersense Training is once again compiling waiting lists for some of the facilities. Do not be alarmed if you are on a waiting list as Cybersense is already in the process of scheduling additional training sessions through June, 2009 and will continue to schedule additional sessions based on enrollment.

3. To date, 31 LHAs have attended the training and 19 more are scheduled to attend training by the end of February. This puts us at approximately 20% complete.

### **Going Forward**

1. The additional training sessions that Cybersense Training is in the process of scheduling with the National Guard facilities are going to occur weekly and each session will be at one of the six different locations throughout the state (Springfield, Milford, Wellesley, Reading, Bourne and Rehobeth). Expect to see another Public Housing Notice outlining this schedule very soon.
2. From this point forward there will be no additional sessions held at the Worcester National Guard facility due to a recent military restriction. Please see the attached CPS Sample Training Announcement for the nearest alternative location to your LHA.
3. If you can not attend one of the upcoming training sessions there will be ongoing sessions scheduled as necessary until all LHAs have been trained. These sessions will be announced as they are scheduled.
4. DHCD intends to administer CPS training on an ongoing basis to ensure that all LHAs have a solid understanding of this tool and how to use it. We envision the first round of these training sessions to be an orientation to the system and realize that ongoing "refresher" training and support will be helpful in order for LHAs to fully understand how it works and how to utilize it.
5. The target schedule to have all LHAs initially trained, is March 2010. This is due to the limited class size of 12 individuals per class at each one of the National Guard Facilities (Milford has a capacity of 18). We are currently on schedule to get all LHAs initially trained by March 2010 or sooner.

In conclusion, I would like to thank all of the LHAs for their continued cooperation and feedback as it will be instrumental to the ongoing success and improvement of the CPS. We look forward to working with each and every LHA as we move forward together.

Please read the attached **CPS Sample Training Announcement** which has and will continue to accompany and be specific to each notification of upcoming training sessions. If you have any questions regarding the sample announcement or upcoming training, please contact Kathy Arnold at [karnold@cybersensetraining.com](mailto:karnold@cybersensetraining.com)

As always, if you have any questions or concerns you can contact me via e-mail or voicemail.

Thank you.

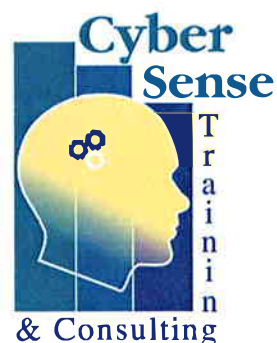
**Rick Brouillard**  
**Massachusetts Dept. of Housing & Community Development**  
**100 Cambridge Street, Suite 300, Boston MA 02114**  
**Tel: 617-573-1193**  
**Fax: 617-573-1345**  
**E-mail: [richard.brouillard@ocd.state.ma.us](mailto:richard.brouillard@ocd.state.ma.us)**

# THE MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

## Capital Planning System



## ***Capital Planning System: Training Schedule Enrollment Form and Instructions Course Outline***



## ***Table of Contents***

Computer Class Schedule with Locations and Addresses .....	3
Classroom Information.....	3
Training Registration Contact Information .....	3
Enrollment Instructions .....	4
Enrollment Form .....	5
Course Outline: Introduction to the Capital Planning System .....	6

## ***Computer Class Schedule with Locations and Addresses***

---

Held at the Massachusetts National Guard Distance Learning Classrooms

**These classes are paid for by DHCD for Housing Authority staff.  
There is no cost to you or your Authority to attend this training.**

<b>Date</b>	<b>Course</b>	<b>Location with address</b>		<b>Time</b>
TBD	Introduction to CPS	Wellesley	14 Minuteman Lane Wellesley, MA 02181	9:30 – 3:30
TBD	Introduction to CPS	Reading	22 Haverhill Street Reading, MA 01867	9:30 – 3:30
TBD	Introduction to CPS	Springfield	1505 Roosevelt Avenue Springfield, MA 01109 Building 1213, Turpentine	9:30 – 3:30
TBD	Introduction to CPS	Bourne	Road Camp Edwards, Bourne MA	9:30 – 3:30
TBD	Introduction to CPS	Rehoboth	13 Fire Tower Road Rehoboth, MA	9:30 – 3:30
TBD	Introduction to CPS	Milford	50 Maple Street Milford, MA 01757	9:30 – 3:30

If you need to cancel or reschedule, you must notify Kathy Arnold or Colleen Rafferty at 603-898-5050 one week prior to class. If you do not show up for a class you registered for, a notice of No Show will be sent to your Executive Director and to DHCD in Boston. Please be considerate of others by attending the classes you register for. "No Shows" hurt us all, and can impact the future of having classes available.

### ***Classroom Information***

---

All classes are being held at Massachusetts National Guard Distance Learning classrooms. Each room is state of the art, with 12+ computers, individual desks, comfortable seating etc.

We recommend [www.mapquest.com](http://www.mapquest.com) if you need driving directions. All questions regarding the classes, enrollment and course information should be directed to Kathy Arnold of CyberSense Training.

### ***Training Registration Contact Information***

---

All questions regarding the classes, enrollment and technical course information should be directed to Kathy Arnold of CyberSense Training.

**CyberSense Training & Consulting: Kathlene Arnold**

[www.cybersensetraining.com](http://www.cybersensetraining.com)

[karnold@cybersensetraining.com](mailto:karnold@cybersensetraining.com)

603-898-5050 office & voice mail

617-818-8890 cell

603-898-8063 fax

603-898-8180 home

## ***Enrollment Instructions***

---

**The Department of Housing and Community Development Presents:**

# **CAPITAL PLANNING CLASSES**

The Department of Housing and Community Development is offering training for any full-time or part-time Housing Authority staff who will be using the Capital Planning System. All training costs are being paid for by DHCD.

Since CPS data will be used by DHCD to **allocate future capital funding**, and each LHA will be responsible for the accuracy and currency of their data in the CPS, it is very important that you learn how to use the system.

## **Enrollment Instructions**

### **Details:**

Please see the attached schedule of classes for your region. The course outline is included in this packet. Class size is limited to 10 to 12. Classes are hands-on...each person will have a computer to use in class. Please see the schedule on the Enrollment Form for class hours. In order to attend you must submit the Enrollment Form and be confirmed by Cybersense.

### **To enroll:**

Please fill out and fax the Enrollment Form to Kathy Arnold of CyberSense Training & Consulting. Kathy Arnold or Colleen Rafferty will be managing the enrollment and registration process. **Please be sure to obtain your supervisor's permission prior to registering.**

CyberSense's **fax #** is **(603) 898-8063**.

A separate cover page for the fax is not needed.

**Please do not consider yourself enrolled until Kathy or Colleen confirms you via phone or e-mail.** If you do not hear back from us within 48 hours, please call to make sure your fax was received. Questions about the enrollment process for classes can be directed to Kathy Arnold by calling (603) 898-5050 or e-mailing [karnold@cybersensetraining.com](mailto:karnold@cybersensetraining.com)

### **Cancellation Policy:**

If you need to cancel or reschedule, you must notify us one week prior to class. We make decisions and reserve instructors based upon enrollment data. Please be considerate of others by attending the classes you register for. "No Shows" hurt us all, and can impact the future of having classes available.

# **PLEASE DO NOT FAX THIS PAGE**





# MASSACHUSETTS HOUSING AUTHORITIES

## **SAMPLE Enrollment Form**

CPS

(For reference only--Not to be used for actual Enrollment)

Housing Authority: \_\_\_\_\_

Student Name:		Phone # / Ext:	
Dept. you work in:		E-Mail:	

**Please enroll me in: (please check one)**

- |                          |             |     |             |
|--------------------------|-------------|-----|-------------|
| <input type="checkbox"/> | Wellesley   | TBD | 9:30 – 3:30 |
| <input type="checkbox"/> | Reading     | TBD | 9:30 – 3:30 |
| <input type="checkbox"/> | Springfield | TBD | 9:30 – 3:30 |
| <input type="checkbox"/> | Bourne      | TBD | 9:30 – 3:30 |
| <input type="checkbox"/> | Rehobeth    | TBD | 9:30 – 3:30 |
| <input type="checkbox"/> | Milford     | TBD | 9:30 – 3:30 |

- ✱ **Enrollment Confirmation:** Please **do not** consider yourself enrolled until Kathy or Colleen confirms you via phone or e-mail. **If you do not hear back from us within 48 hours, please call to make sure your fax was received.**
- ✱ **Cancellation Policy:** If you need to cancel or reschedule, you must notify us by calling (603) 898-5050 or emailing [karnold@cybersensetraining.com](mailto:karnold@cybersensetraining.com), one week prior to class. We make decisions and reserve instructors based upon enrollment data.
- ✱ **Bad Weather Cancellation Policy:** If school is cancelled in the city/town the training is held in, then the classes are cancelled. Weekend/evening emergency telephone to check status of class is: Kathy Arnold at 617-818-8890.

Student		Supervisor	
---------	--	------------	--

**I have reviewed the cancellation policy, and the course outline. I have received my supervisor's approval for attending this class.**

**(TO REGISTER: SUBMIT THIS PAGE VIA FAX TO 603-898-8063)**

## ***Course Outline: Introduction to the Capital Planning System***

---

**Description:** The training will teach you how to navigate CPS, edit data, update your assessments, create, modify and close out projects and prepare long range capital plans.

**Course Length:** 5 Hours

**Difficulty  
Scale (1 – 10):** 3

**Pre-requisites:** The student must be comfortable with navigating within the Windows operating system as well as with using a keyboard and mouse.

**Target Student:** It is recommended that upper management and at least one other LHA staff member (staff most closely involved with maintenance and capital planning) attend this class. You may schedule your staff into the same class or across a few classes.

### **Syllabus:**

- Introductions
  - Inventory
- Objectives
  - Projects
- Review Training Material
  - Reports
- Capital Planning Process Flowchart
  - Entering and Modifying Inventory
- Logging into CPS
  - Creating Projects
    - Templates
    - Projects
    - Estimation
    - Management
- Navigating and Reviewing Pages (Including Exercises)
  - Facilities
  - Help
  - Utilities
  - Find
  - Creating, Exporting and Printing Reports